

State of Montana

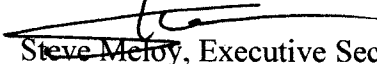


## Board of Public Education

EXHIBIT 1  
DATE 1/15/07  
HB HB 2 2500 Broadway  
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### MEMORANDUM

**TO:** Joint Appropriations Education Subcommittee  
**FROM:**   
Steve Meloy, Executive Secretary  
**DATE:** January 15, 2007  
**RE:** Board of Public Education Executive Budget

On Friday, January 12, 2007, this committee requested a break down of the Board of Public Education's increase in personal services for the 2009 biennium. In addition this agency was asked for formal responses to the inquiry of this committee on personal services. Please find attached our responses to both.

Hopefully, this information will allow this committee to move forward with our Board's request for modest increases for the next biennium.

If you have any further questions in this regard, please do not hesitate to contact me at [smeloy@bpe.montana.edu](mailto:smeloy@bpe.montana.edu) or 444-6576.

exhibit 1

## BOARD OF PUBLIC EDUCATION

### Documentation of \$10,607 Increase in Personal Services for 2009 Biennium

Executive Secretary's Base Salary Increase	\$2,838.00 based on a 3.36% cost of living raise X 2 years	\$5,676.00
Administrative Assistant's Base Salary Increase	\$1,213.00 Broadband Adjustment X 2 years	\$2,426.00
State Share of Benefits for Executive Secretary	\$650.00 X 2 years	\$1,300.00
State Share of Benefits for Administrative Assistant	\$276.00 X 2 years	\$552.00
Administrative Assistant's 2% Cost of Living Raise		\$653.00
<b>TOTAL</b>		<b>\$10,607.00</b>

**PERSONAL SERVICES QUESTIONS – 2007 SESSION**  
**PREPARED BY:**  
**BOARD OF PUBLIC EDUCATION**

- 1. Has the agency implemented a broad band pay plan, agency-wide or for selected jobs? If so, when was it implemented and what were the estimated cost increases in the year of implementation? How were these costs funded (by holding vacant positions open, appropriations for other purposes that were unexpended, etc)?**

Yes, the Board of Public Education has implemented the broad band pay plan agency-wide. It was implemented in 2006. The increase costs were approximately \$1,500.00 including benefits. These costs were funded by unexpended appropriations in personal services.

- 2. At what percentage of market are new employees paid? How do employees progress to the market rate for their positions? What is the agency's target percent of market? What is the agency average percent of market in FY 2006?**

The Board of Public Education's Administrative Assistant was the only new employee-hired in 2006 at an 86% market rate. Employees progress to the market rate for their position through the use of performance management tools and refine knowledge, behavioral and results-based measures. The agency's target percent of market is 100%. The average percent of market in FY 2006 is 106%

- 3. Did the agency have vacant positions for a significant portion (6 months or more) of FY 2006? If yes, how many and why were these vacant? How did the vacancies impact agency operations?**

No.

- 4. Did the agency have authorized pay exceptions for pay plan 60 positions? If yes, why?**

No.

- 5. Did the agency have authorized position upgrades or downgrades for pay plan 60 positions? If yes, why?**

No.

- 6. What challenges does the agency face in recruiting and retaining staff? What actions has the agency taken to address recruitment and retention issues? Is the agency competing with other state agencies or the public sector for staff?**

The biggest issue of recruitment and retention is the lack of pay progression opportunities for classified staff. This has been addressed through the broadband pay plan. Yes, the agency is competing with other state agencies or the public sector for staff.

- 7. Are agency staff members represented by collective bargaining units? How many of the agency staff are impacted by collective bargaining unit agreements? What provisions are included in bargaining unit agreements? How often are these agreements negotiated?**

No.